**DATE:**

To

The Executive Engineer,
Project Division, Yelahanka Zone
BBMP
Bangalore

Dear Sir/Madam,

**SUBJECT:** Requesting for payment of First and Final bill for the work of **Consultancy services for Construction supervision, project management and Quality Control (PMC) for the works of Installation of CC Camera in Ward No.05 Byatarayanapura Sub Division**

**Reference :- 1) Agreement No: EE/P-YNK/W.O/22/2020-21 Dated:- 19-12-2020**

We thank you for entrusting us and to provide consultancy services for the above mentioned work. We have periodically done the supervision of the project, quality control, quality assessment and all the other essential works till date and have certified the Bills of the contractor for the above mentioned work. We request you to kindly make our First and final payment for the services provided as per the enclosed invoice.

Thanking you.

Yours Sincerely,
For Civil Pro

R. KARTHIK RECHAN B.E. M.S (U.S.A)
PROPRIETOR
CIVIL PRO

CIVIL Pro Sq. Date BANGALORE

ENCLOSURES
1. INVOICE
2. WORK ORDER